

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: 00C02821331
POSITION NO: 240941
POSITION TITLE: _____

DATE POSTED: 07/01/21
CLOSING DATE: 07/15/2021 by 5pm

Associate Accountant

DEPARTMENT NAME / WORKSITE: <u>Office of Controller/Contracting Accounting Section/Window Rock</u>		
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BJ62A</u>
WORK HOURS: <u>8 A.M. - 5 P.M.</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>37,709.28</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>18.06</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/> _____	

DUTIES AND RESPONSIBILITIES:

Under general supervision, maintains a complex automated accounting system to produce and track expenditures and all pertinent financial information, researches, analyses and uses independent judgement in a variety daily and non-routine decisions affecting assigned function, reviews statements of accounting information and other reports provided by the Nation's general ledger system, provides technical advice and services to program staff with complex problems or special projects, handles difficult accounting activities.

Assist in coordinating the work of other accountants in managing programs; plans and carries out assignments by applying accounting concepts to resolve management problems, advises and assists management on accounting and financial management matters; examines and interprets accounting data, records, and reports.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Accounting, Finance, Business Administration or closely related field.

Special Requirements:

- A favorable background investigation.
- Posses a valid state driver license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of Generally Accepted Accounting Principles (GAAP).

Knowledge of public relations/customer service principles, practices and techniques.

Knowledge of computerized accounting systems and applications including general software applications.

Knowledge of accounting principles, practices and procedures.

Skill in preparing detailed and complex numerical computations and reports. Skill in developing and monitoring complex multi-fund and source budgets using automated spread sheet and word processing systems. Skill in communicating technical concepts, both orally and in writing. Skill in establishing and maintaining effective working relationships.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.